



Unit Supervisor - Accessioning

Details

Job ID : 240

Title : Unit Supervisor - Accessioning

Job Code : 1224

Salary : \$3,149.00 (Monthly)

Grade : 12

Tenured : YES

Job Departments

- Court Services - Records and Statistics

Purpose

RESPONSIBLE FOR SUPERVISING THE ACCESSIONING STAFF, ACCESSING AND MONITORING RECORDS MANAGEMENT AND LONG-TERM STORAGE OF COURT RECORDS ON A STATEWIDE BASIS

Required Qualifications

Education : 4 Year College Degree

Education Substitute : Experience for Degree @ 1:1

Experience : 5 Years of Related Experience

Job Required Knowledge

- 5 YEARS RELATED EXPERIENCE MUST BE IN RECORDS MANAGEMENT OR CLOSELY RELATED FIELD

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL
- MUST BE ABLE TO LIFT 50 POUNDS
- STATEWIDE TRAVEL WITH OVERNIGHT REQUIREMENTS

Job Preferred Knowledge

- EXPERIENCE WITH COURT OF JUSTICE RETENTION SCHEDULES, EXPERIENCE IN RECORD STORAGE, AND PRESERVATION
- KNOWLEDGE AND USE OF SCANNING, MICROFILM OR OTHER ALTERNATIVE MEDIA WOULD BE BENEFICIAL.
- SUPERVISORY EXPERIENCE

Job Duties

- LONG-TERM STORAGE, TRANSPORTATION AND MANAGEMENT OF COURT RECORDS
- SUPERVISE STAFF, MONITOR, ASSESS AND OTHERWISE ASSIST AOC IN MANAGING RECORD INFORMATION ON A STATEWIDE BASIS
- COORDINATE WITH KDLA FOR ON POLICY AND EXPENDITURES
- PREPARE TRANSMITTAL DOCUMENT FOR KDLA FOR STORAGE AND RETRIEVAL OF RECORDS
- PREPARE THE DESTRUCTION CERTIFICATE FOR ELIGIBLE RECORDS
- OTHER DUTIES AS ASSIGNED